



COUNTY OF LOS ANGELES
invites applications for the position of:

STAFF ASSISTANT II

SALARY: \$3,929.28 - \$5,152.36 Monthly
\$47,151.36 - \$61,828.32 Annually

**OPENING
DATE:** 06/30/15

**CLOSING
DATE:** Continuous

POSITION/PROGRAM INFORMATION:



EXAM NUMBER:

R0913K

FIRST DAY OF FILING:

JULY 1, 2015

This examination will remain open until the needs of the service are met and is subject to closure without prior notice.

TYPE OF RECRUITMENT:

Interdepartmental Promotional Job Opportunity

(Restricted to permanent employees of the County of Los Angeles who have successfully completed their initial probationary period and meet the qualifying requirements.)

Current employees in the unclassified service who meet the following criteria also qualify to participate in this exam:

- Unclassified employees who have attained permanent County status on a classified position upon successful completion of the initial probationary period, with no break in service since the classified service.
- Full-time employees in the unclassified service with at least six months of full-time experience in the unclassified service at the time of filing or by the last day of filing.

DEFINITION:

Assists the manager of major division or bureau in a County department by analyzing and recommending solutions for the solution of a variety of problems of organization, budget, procedure, systems, program, general management and personnel.

CLASSIFICATION STANDARDS:

Positions allocable to this class function as an assistant to managers of major line divisions or bureaus of a large County department analyzing and making recommendations for the solution of a variety of administrative problems having relatively significant consequences in terms of cost, effectiveness or public service in the division or bureau served.

ESSENTIAL JOB FUNCTIONS:

- Prepares justification for division or bureau salaries and employee benefit, fixed assets services and supplies budgets.
- Analyzes and makes recommendations on organizational problems or work procedures in the division or bureau served; and may participate in the implementation of changes resulting from the studies.
- Participates in the divisional or bureau personnel program by assisting the director in the recruitment, selection, and placement of qualified employees; and providing interpretive advice and guidance to line managers on all aspects of personnel administration.
- Collects and analyzes data, and makes recommendations on the purchase, replacement, rental operation and repair of motor vehicles and construction equipment. Collects and researches data for selected items of equipment, and writes equipment specifications.
- Supervises a small clerical staff in the preparation and maintenance of administrative records and records as needed.

REQUIREMENTS:**ELECTION REQUIREMENTS:**

- **OPTION I:** Two years' experience in a **general administrative staff*** or **specialized capacity**** analyzing and making recommendations for the solution of problems of organization, systems and procedure, program, facility planning, budget or personnel.
- **OPTION II:** One year's experience **AS AN***** Administrative Assistant I or Staff Assistant in the County of Los Angeles.

PHYSICAL CLASS:

2 - Light: Light physical effort which may include occasional light lifting to a 10 pound limit, some bending, stooping or squatting. Considerable walking may be involved.

SPECIAL REQUIREMENTS INFORMATION:

- ***General administrative staff** positions are those in which the primary purpose is to assist management by performing research and making recommendations on use of personnel, allocation of funds, workload and workload fluctuations, and programs and procedures for accomplishing departmental objectives. Staff positions may be regarded as general administrative staff only if such services are performed in the central administrative service unit of an organization or in the central personnel or management staff departments within the Department of Human Resources and the Chief Executive Office.
- ****Specialized staff capacity** is defined as staff experience requiring specialized knowledge, rules, regulations, and other guidelines relating to completing assignments in the program.

assigned. Knowledge is usually attained through extensive, increasingly difficult, and p experience and training in the subject matter field.

- ***To qualify under Option II, applicants must have status as evidenced by holding su payroll title.

Verification of Experience Letters (VOEL) will not be required. Experience performing d that applicants believe are inconsistent with their official payroll title will be evaluated for th examination; all information included in the application material, including information desc your assigned duties, will be evaluated to determine qualification. **OUT OF CLASS EXPERI WILL BE ACCEPTED FOR THIS EXAMINATION.**

- **IMPORTANT NOTES:**

- Please note that **ALL** information included in the application materials is subject to **VERIFICATION** at any point during the examination and hiring process, including an appointment has been made.
- **FALSIFICATION** of any information may result in **DISQUALIFICATION**.
- Utilizing **VERBIAGE** from Class Specification and Minimum Requirements serving description of duties **WILL NOT** be sufficient to meet the requirements. Doing so result in an **INCOMPLETE APPLICATION** and you may be **DISQUALIFIED**.

Withhold Information:

Permanent employees who have completed their initial probationary period and hold a quali payroll title may file for this examination if they are within six months of meeting the exper requirements by the last day of filing. However, the names of such employees will be withh the certification list until the required experience is fully met. **APPLICANTS WHO ARE WI SIX MONTHS OF MEETING THE SELECTION REQUIREMENTS WHILE WORKING OUT CLASS WILL NOT BE PLACED ON WITHHOLD.**

NOTE: *The last two paragraphs above supersede item #6 about Promotional Examinations 'Your Responsibilities' in the job bulletin.*

ADDITIONAL INFORMATION:

EXAMINATION CONTENT:

This examination will consist of two (2) parts:

Part I - A written test covering Data Collection Principles and Methodology; Office Practices Procedures; Written Expression; Data Analysis and Interpretation (including Mathematical A and Reading Comprehension **weighted 50%**.

PART II - A Work Styles Assessment (WSA) computerized test that will measure Deductive Reasoning, Professional Potential, Achievement, Independence, Influence, Confidence and Optimism, and Reliability **weighted 50%**.

- Applicants who have taken identical test parts for other exams within the last twelve (months will have their scores for the identical test part(s) automatically transferred to examination.

- This examination contains test parts that may be used in the future for new examination. Upon acceptance of your application, your scores may be transferred to the new examination and you may not be allowed to retake any identical test part(s) for at least a year.
- Candidates who are unsuccessful on the written test will be notified by U.S. mail. Written scores cannot be given over the phone.
- **WRITTEN TESTS ARE NOT REVIEWABLE BY CANDIDATES PER CIVIL SERVICE RULE 7.19.**

APPLICANTS MUST MEET THE SELECTION REQUIREMENTS AND MUST ACHIEVE A PASSING SCORE OF 70% OR HIGHER ON EACH WEIGHTED PART OF THE EXAMINATION IN ORDER TO BE PLACED ON THE ELIGIBLE REGISTER.

ELIGIBILITY INFORMATION:

The names of candidates receiving a passing score in the examination will be placed on the eligible register in the order of their score group for a period of twelve (12) months following the date of promulgation.

- **No person may compete in this examination more than once every twelve (12) months.**
- Applications will be processed on an as-received basis and promulgated to the eligible register accordingly.

VACANCY INFORMATION:

The eligible register resulting from this examination will be used to fill vacancies in various departments.

AVAILABLE SHIFT:

Day

APPLICATION AND FILING INFORMATION:

Applications must be filed online only. We must receive your application and additional documents, if any, by 5:00 pm, PST, on or before the last day of filing. Applications submitted by U.S. Mail or in person will not be accepted.

Apply online by clicking on the "Apply" tab for this posting. You can also track the status of your application using this web site.

Provide any relevant job experience in the spaces provided so we can evaluate your qualifications for the job. For each job held, give the name and address of your employer, your job title, beginning and ending dates, number of hours worked per week, description of work performed, and salary earned.

ADA Coordinator Email: adarequests@hr.lacounty.gov

Teletype Phone: (800) 899-4099

Alternate Teletype Phone: (800) 897-0077

California Relay Services Phone: (800) 735-2922

Department Contact Name: Dolly Batungbacal
Department Contact Phone: (213) 351-6471
Department Contact Email: dbatungbacal@hr.lacounty.gov

Your Responsibilities:

1. Completing Your Application:

a. Before submission of the application, it is your responsibility to ensure that all information provided is correct and complete on the application. Incomplete applications cannot be accepted.

b. Please list separately the PAYROLL TITLE for each job. Do not group your experience. Specify the beginning and ending dates for each job. If you are a County employee and have been promoted, do NOT list all of your time employment with the County under your present payroll title.

c. Your Social Security Number must be included for record control purposes. Federal law requires that all employed persons have a Social Security Number.

d. To receive APPROPRIATE CREDIT, include a copy of your diploma, transcript, certificate, or license as directed on the job posting.

Social Security Act of 2004: Section 419 (c) of Public Law 108-203, the Social Security Protection Act of 2004, requires State and local government employers to disclose the effect of the Windfall Elimination Provision and the Government Pension Offset Provision to employees hired on or after January 1, 2005, in jobs not covered by Social Security. The County of Los Angeles does not participate in the Social Security System. All newly hired County of Los Angeles employees must sign a statement (Form SSA-1945) prior to the start of employment indicating that they are aware of a possible reduction in their future Social Security benefit entitlement. For more information on Social Security and about each provision, you may visit the website www.socialsecurity.gov, or call toll free 1-800-772-1213. Persons who are deaf or hard of hearing may call the TTY number 1-800-325-0778 or contact a local Social Security office.

2. Minimum or Selection Requirements are listed in the job posting.

a. YOUR APPLICATION WILL BE ACCEPTED ONLY IF IT CLEARLY SHOWS YOU MEET THESE REQUIREMENTS. The information you give will determine your eligibility and is subject to verification at any time.

b. You must be at least 16 years of age at the time of appointment unless other age limits are stated on the job posting. The Federal Age Discrimination in Employment Act (ADEA) of 1967, as amended, prohibits discrimination on the basis of age for any individual over age 40.

c. Your experience may be paid or unpaid unless the job posting states otherwise. Experience is evaluated on the basis of a verifiable 40-hour week.

Record of Convictions: As part of the selection process you may be required to complete and submit a Candidate Conviction History Questionnaire (CCHQ). PLEASE DO NOT SUBMIT THE CCHQ WITH YOUR APPLICATION, unless instructed to do so. A full disclosure of all convictions is required, when requested. Failure to disclose convictions will result in disqualification. Not all convictions constitute an automatic bar to employment. Factors such as your age at the time of the offense(s), and the recency of offense(s) will be taken into account, as well as the relationship between the offense(s) and the job(s) for which you apply. However, any applicant for County employment who has been convicted of workers' compensation fraud is automatically barred from employment with the County of Los Angeles (County Code Section 5.12.110). ANY CONVICTIONS OR COURT RECORDS WHICH ARE EXEMPTED BY A VALID COURT ORDER DO NOT HAVE TO BE INCLUDED.

For more information regarding convictions that are not subject to disclosure, please refer to the CCHQ from the link below:

http://file.lacounty.gov/dhr/CCHO_2014.pdf

3. Application Deadline:

a. All job applications must be completed and submitted by the last day of the filing period and closing time indicated on the job posting. Job postings with an open continuous filing period are subject to closure without prior notice. It is to your advantage to file your application early and not wait until the last allowable date and time as you will not be able to apply once the filing period has closed.

b. Applications for positions designated "Apply in Person" must be filed in person at the address provided on the job posting.

Americans with Disabilities Act of 1990: All positions are open to qualified men and women. Pursuant to the Americans with Disabilities Act of 1990, persons with disabilities who believe they need reasonable accommodation, or help in order to apply for a position, may contact the ADA/Personnel Services for Disabled Persons Coordinator. Hearing impaired applicants with telephone teletype equipment may leave messages by calling the teletype phone number on the job posting. The County will attempt to meet reasonable accommodation requests whenever possible.

4. Change of Name or Address:

To change personal information such as your name or address, log into your profile and make the necessary change. This can be done at any time.

5. Promotional Examinations:

a. Some of your experience may have been in a position in which such work is not typically performed. If such experience is permitted as indicated on the job posting, a signed Verification of Experience Letter (VOEL) signed by your department's Human Resources Office must be attached to your application unless otherwise stated on the job posting.

b. If indicated on the job posting, permanent employees who have COMPLETED THEIR INITIAL PROBATIONARY PERIOD AND HOLD A QUALIFYING PAYROLL TITLE may file for promotional examinations if they are within six months of meeting the experience requirements by the last day of filing or at the time of filing for open continuous exams.

Veteran's Credit: In all open competitive examinations, a veteran's credit of 10 percent of the total credits specified for such examinations will be added to the final passing grade of an honorably discharged veteran who served in the Armed Forces of the United States under any of the following conditions: During a declared war; -or- During the period April 28, 1952 through July 1, 1955; -or- For more than 180 consecutive days, other than for training, any part of which occurred after January 31, 1955, and before October 15, 1976; -or- During the Gulf War from August 2, 1990 through January 2, 1992; -or- For more than 180 consecutive days, other than for training, any part of which occurred during the period beginning September 11, 2001, and ending on August 31, 2010 the last day of Operation Iraqi Freedom; -or- In a campaign or expedition for which a campaign medal or expeditionary medal has been authorized and awarded. Any Armed Forces Expeditionary medal or campaign badge, including El Salvador, Lebanon, Grenada, Panama, Southwest Asia, Somalia, and Haiti qualifies for credit.

6. Equal Employment Opportunity/Non-Discrimination Policy:

a. It is the policy of the County of Los Angeles to provide equal employment opportunity for all qualified persons, regardless of race, color, religion, sex, national origin, age, sexual orientation or disability.

b. If you require material in an ALTERNATE FORMAT or are an individual requesting REASONABLE ACCOMMODATION(S) in the examination process for a physical or mental disability, please CONTACT THE AMERICANS WITH DISABILITIES ACT (ADA) COORDINATOR LISTED ON THE JOB POSTING. The provision of reasonable accommodation may be subject

A campaign medal holder or Gulf War veteran who originally enlisted after September 7, 1980 (or began active duty on or after October 14, 1982, and has not previously completed 24 months of continuous active duty) must have served continuously for 24 months or the full period called or ordered to active duty. This also applies to the spouse of such person who, while engaged in such service was wounded, disabled or crippled

to verification of disability as allowable with State and and thereby permanently prevented from engaging in any Federal law. All disability-related information will remain confidential.

Disclaimer: The County of Los Angeles is not responsible for any computer hardware or software malfunction which may affect the employment application or the application selection process.

You assume all responsibility and risk for the use of this system and the Internet generally. This system and the information provided on it are provided on an "as is" and "as available" basis without warranties of any kind, either express or implied. No advice or information given by the County of Los Angeles or its respective employees shall modify the foregoing or create any warranty.

The County of Los Angeles expressly disclaims any warranty that the information on this system or on the Internet generally will be uninterrupted or error free or that any information, software or other material accessible from the system is free of viruses or other harmful components. You shall have no recourse against the County of Los Angeles as the system provider for any alleged or actual infringement of any proprietary rights a user may have in anything posted or retrieved on our system.

The County of Los Angeles shall not be liable for any direct, indirect, punitive, incidental, special or consequential damages arising out of or in any way connected with the use of this system or with the delay or inability to use it (or any linked sites), or for any information obtained through this system, or otherwise arising out of the use of this system, the Internet generally or on any other basis.

NOTE: Your application is submitted using Secure Encryption to ensure the privacy of all information you transmit over the Internet.

By accepting the Use Disclaimer set forth here, you agree to all of the above terms and further agree to use this Online Job Employment Application System only for the submission of bona fide employment applications to the County of Los Angeles. Any other use of this Online Job Employment Application System, including without limitation any copying, downloading, translation, decompiling, or reverse engineering of the system, data, or related software, shall be a violation of the Use Disclaimer.

Benefit Information: Depending on the position, the successful candidate will enroll in a contributory defined benefit pension plan if the candidate is a "new member" of the County's defined benefit plan (LACERA) on or after January 1, 2013 (first employed by the County on or after December 1, 2012) – unless she or he established reciprocity with another public retirement system in which she or he was a member before January 1, 2013. It should be noted that County employees do not pay into Social Security, but do pay the Medical Hospital Insurance Tax portion of Social Security at a rate of 1.45%. The Los Angeles County Employees Retirement Association (LACERA) has reciprocal agreements with several public retirement systems in California.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://hr.lacounty.gov>

Los Angeles, CA 90010

remunerative occupation, and also to the widow or widower of any such person who died or was killed while in such service. A DD214, Certificate of Discharge or Separation from Active Duty, or other official documents issued by the branch of service are required as verification of eligibility for Veterans preference. Applicants must submit the documentation for each open competitive exam to qualify for veteran's credit.

Employment Eligibility Information: Final appointment is contingent upon verification of U.S. citizenship or the right to work in the United States. Immigration law provides that all persons hired after November 6, 1986, are required to present original documents to the County, within three (3) business days of hiring, which show satisfactory proof of: 1) identity and 2) U.S. employment eligibility.

Los Angeles County Child Support Compliance Program: In an effort to improve compliance with court-ordered child, family and spousal support obligations, certain employment and identification information (i.e., name, address, Social Security number and date of hire) is regularly reported to the State Directory of New Hires which may assist in locating persons who owe these obligations. Family Code Section 17512 permits under certain circumstances for additional employment and identifying information to be requested. Applicants will not be disqualified from employment based on this information.

The California Fair Employment and Housing Act (Part 2.8 commencing with Section 12900 of Division 3 of Title 2 of the Government Code) and the Regulations of the Fair Employment and Housing Commission (California Code of Regulations, Title 2, Division 4, Sections 7285.0 through 8504) prohibits employment discrimination based on race or color; religion; national origin or ancestry, physical disability; mental disability or medical condition; marital status; sex or sexual orientation; age, with respect to persons over the age of 40; and pregnancy, childbirth, or related medical conditions.

Test Preparation: Study guides and other test preparation resources may be accessed through the Department of Human Resources website at: <http://dhr.lacounty.info> and clicking on the Job Information Center, then clicking on Employment Test Preparation. Additional test preparation resources may be listed on the job posting.

Accreditation Information: Accredited institutions are those listed in the publications of regional, national or international accrediting agencies which are accepted by the Department of Human Resources. Publications such as American Universities and Colleges and International Handbook of Universities are acceptable references. Also acceptable, if appropriate, are degrees that have been evaluated and deemed to be equivalent to degrees from United States accredited institutions by an academic credential evaluation agency recognized by The National Association of Credential Evaluation Services or the Association of International Credential Evaluators, Inc. (AICE).

Position #R0913K
STAFF ASSISTANT II
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